

Guidelines for Submitting Statements of Interest (SOI)

Firms must be prequalified in **all** of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number. No additional information is required on the cover.
- 2) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 3) No color graphics/photographs should be included in the submittal.
- 4) A brief statement of the firm's interest in performing the work. (Begin on Page 2 of SOI and should not be longer than 2 pages)
- 5) Complete Exhibit A as follows: (This should follow the Table of Contents in the SOI)
 - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement.
 - b) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - c) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - d) Identify proposed subconsultants and item(s) of work they will perform. Subconsultants must be prequalified in the area of work they will be performing.
- 6) Projects involving Location Design Studies (Reconstruction/Major Reconstruction and New Construction/Major Reconstruction) and all Environmental Reports (Simple Environmental Assessment, Complex Environmental Assessment, and Environmental Impact Statements) require completion of **Exhibit B**.
- 7) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- 8) Any other information specifically requested in the project advertisement should be included where specified in the submittal.
- 9) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy, sent to the Central Bureau of Design and Environment, is required.

Guidelines for Submitting Statements of Interest (SOI)

- 10) Instructions for completing **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. A cover should be provided with a statement similar to the following: "*The **Form A** disclosures (or Certification Statement) and the **Form B** disclosures are being submitted for PTB # ____, Item(s): ____.*" Only one copy, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- 11) Exhibit A, Exhibit B, the Current Obligations Form, and the Disclosure Forms are available as word documents on our web site: <http://www.dot.state.il.us/desenv/deform.html>. The Disclosure is labeled as DISC2. The Exhibits are labeled as EXHAB. The Current Obligations are labeled CURRENT OBLIGATIONS.

The following addresses may be used when a hard copy of the SOI is requested in the advertisement:

Illinois Department of Transportation
Ms. Cheryl Cathey
Bureau of Design and Environment
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, Illinois 62764

District copies should be addressed as follows:

Mr. John P. Kos
District 1
201 West Center Court
Schaumburg, IL 60196

Mr. Gregory Mounts
District 2
819 Depot Avenue
Dixon, IL 61021

Ms. Diane O'Keefe
District 3
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Mr. Joe Crowe
District 4
401 Main Street
Peoria, IL 61602

Mr. David Clark
District 5
Route 133 West
P.O. Box 610
Paris, IL 61944

Ms. Chris Reed
District 6
126 East Ash St.
Springfield, IL 62704

Mr. Stan Grabski
District 7
400 West Wabash
Effingham, IL 62401

Ms. Mary Lamie
District 8
1102 Eastport Plaza Drive
Collinsville, IL 62234

Mr. Thomas Zerrusen
District 9
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

To verify that the Department has received your Statements of Interest you may call (217)785-4784 after 3:30 p.m. February 19, 2004.